Course Name: QuickBooks Payroll  
4 Hours

**Course Description:**

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| Does QuickBooks Payroll have you confused? QuickBooks Payroll, is an extremely sophisticated software that is user friendly. Let us help you make sense of it to take charge of Payroll. You will learn about payroll taxes, reports and more complex issues such as 401k and insurance. Enroll now and make the process easier! Rest assured that this course is taught by a Certified QuickBooks Instructor. |
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**Prerequisites:**QuickBooks Desktop is strongly suggested

**Curriculum Resources: books, etc.**QuickBooks Student Guide - Doing Payroll with QuickBooks

**Course Goals & Objectives:**

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| By the end of this course, the student should be able to demonstrate the ability to perform the following functions in using QuickBooks:   1. Discuss the various rules regarding payroll taxes. 2. Describe the difference a contractor and employee and relevant issues. 3. Describe how to process payroll in QuickBooks. 4. Describe how to prepare payroll reports, such as 940, 941, etc. 5. Describe how to handle issues such as garnishments, 401k and insurance. |

**Teaching Philosophy:**

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

**Evaluation Methods:**

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires 100% attendance and completion of all assigned activities.

**Grading Policy:**

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions, activities and assignments.

S = Satisfactory  
U = Unsatisfactory  
A course grade of Unsatisfactory does not qualify the course as a prerequisite to other courses.

**Participants Responsibilities:**

To ensure a quality and safe learning environment, students are required to follow the Student Behavior policy found online at <https://www.middeltech.com/student-services/student-handbook>/.